

R10 InfoPage

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Q&D - Office of Air, Waste & Toxics - Immediate Office Records Disposition Schedules

RECORD SERIES	DISPOSITION	NARA #
Link to the common	Link to your full printable	
Housekeeping Schedules	OAWT - Immediate Office	
not included in this table	File Plan Spreadsheet	
<p>Bibliographic and Reference Systems: Includes a broad range of primarily PC-based systems used to provide ready, user friendly, access to frequently used information. Information may be drawn from other Agency databases, commercially available databases, Agency records, publicly available sources, or a combination of sources.</p> <p>Information is brought together to simplify access and provide specialized support for specific information needs. In no case is the system (a) required by law, (b) necessary to administer a program, or (c) necessary to document program activity. If the information in the system is used for any of the activities a - c above, an information system (automated or manual) is maintained separately to satisfy those requirements. If the system is used as a finding aid to records, it is disposable under either an Agency approved schedule or NARA's General Records Schedules (GRS).</p> <p>Item c: Electronic data</p> <p>305-109 088</p>	<p>Item c: Disposable Delete individual records 2 years after completion of action and when no longer needed.</p>	<p>N1-412-94-2/15</p> <p>Status: Final, 10/31/2008</p>
<p>INPUT AND SOURCE RECORDS - NONELECTRONIC: This item covers input and source records used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule.</p> <p>Item a(1): Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).</p> <p>Item a(2): Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system</p>	<p>Item a(1):Permanent Transfer to NARA in accordance with previously approved schedule.</p> <p>Item a(2):Permanent Transfer to NARA in accordance with previously approved schedule.</p> <p>Item a(3):Varies Apply previously approved schedule.</p> <p>Item a(4):Disposable Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.</p> <p>Item b:Disposable Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as</p>	<p>GRS 20/2</p> <p>Status: Final, 04/30/2008</p>

information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations)
Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).

Item a(4): Hard copy documents other than those covered by items a(1) - a(3) above

Item b: Electronic records entered into the system during an update process, and not required for audit and legal purposes

Excludes electronic records as noted in item c.

Item c: Electronic records received from another agency and used as input/source records by the receiving agency

Excludes records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.

Item d: Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database

Function: 404-142-01 171

Speeches and Testimony: Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.

Item a(1): Senior officials - Nonelectronic

Item a(2): Senior officials - Electronic

Item a(3): Senior officials - Electronic copy of records transferred to the National Archives

Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs

Function: 305-109-02-04 140

Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.

Item d: Disposable

Delete after the necessary data have been incorporated into a master file.

Item a(1): Permanent

Close inactive records at end of calendar year.

Transfer to the National Archives 10 years after file closure.

Item a(2): Permanent

Close inactive records at end of calendar year.

Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1228.270 or standards applicable at the time.

Item a(3): Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

Item b: Disposable

Close inactive records at end of calendar year.

Destroy 5 years after file closure.

Status: Final,
02/29/2008

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